

Minutes: KaroEcho Meeting November 12, 2018

Called to order at 1930 local

Present: Natalie KM6UCF, Hal KK6NDF, Larry Nagle, Jamuel KM6HBO, Kevin KI6KNP, Don NI6A, Larry KK6GIO, Edward KM6UBY, Karen KK6ZPM, Jay KJ6WSS, Jerry K6KOP, Zenon KK6ZPN, Howdy KE6BEE

The October minutes were approved unanimously.

In the absence of a secretary Don and Natalie agreed to help take minutes.

Funding: Treasurer, Larry, KK6GIO

Larry, KK6GIO, delineated the steps involved in filing **501c3** (post office box needed, conflict of interest policy, obtain EIN, application to California Secretary of State, IRS, Franchise Tax Board, etc) incorporation approval. Fees were expected to exceed \$600; but were expected to be recovered after incorporation through grants, donations, and assorted fund raisers. A free bank account is available for 501c3 corporations.

Hal proposed the need for yearly **dues** which was generally accepted to be needed to fund the incorporation, a post office box, outreach efforts (notably mailings and the Ham Cram/ Licensing efforts), the website, and possible other activities. The amount of the dues will voted upon at the December Meeting. As it stands now, since dues are \$0 all licensed members can vote; but when a dues amount is approved, only dues paying members can vote; however all hams will be welcome to come to meetings and participate in activities. It was suggested to look at dues structures at other clubs, the possibility of family membership, proration, student/senior discounts, etc.

Members for a nomination committee for new 2018 officers was solicited, and delegated to an interim committee headed up by the executive committee (Jamuel, Hal, Larry, and Don).

The KaroEcho Disaster Communications Plan was submitted for approval. It was decided that there will be a vote on the plan in the December Meeting after everyone has had the opportunity to thoroughly review it and submit additions/corrections to Don.

Get it at HYPERLINK "https://drive.google.com/file/d/

1jSxIKr9n9sioKxqbMJyfZgpJyWGKqxXu/view" <https://drive.google.com/file/d/1jSxIKr9n9sioKxqbMJyfZgpJyWGKqxXu/view>

Howdy reported on submitting an application to the City of El Cerrito co-sponsor KaroEcho events on a fee-free basis for use of their meeting spaces for such things as KaroEcho meetings, ham mentoring, FRS/GMRS training, ham crams, licensing events. [Subsequently it is expected that Parks and Recs Department will formally propose KaroEcho for city

sponsorship at the El Cerrito City Council Meeting on December 18 at 1900.]

Don reported on recruiting and outreach is a great need if we are to get the job done 24/7 for at least two (preferably three shifts) per day at all the CERT staging areas that need comms, let alone shelters, etc. Since we simply do not have enough trained operators to so, a local Ham Cram and licensing session is planned to be held in El Cerrito after performing a large PR effort to all the local service groups, churches, media (both digital and print), PTA, community newsletters, and the like. Such an effort is expected to land more dedicated hams than our previous mailings. Because of other events such as planning the KaroEcho February SET and running the Elmer program, the ham cram/licensing event will be put off until Spring. We will need help. Jamuel has offered assistance, but we need many more volunteers. Please contact Don if you can put in a few hours on this project.

Don reported that the second Elmering class is scheduled for November 17. The FRS/GMRS radio class will be rescheduled to after the holidays at a city facility to be announced. Elmering was the missing link between Ham Crams and a capable EmComm operator.

The February SET will focus on mobile and portable deployment operations, message handling, and net operation. Plan now on how to change frequency in order to take the load off of the Net Control frequency. The February SET planning committee members include KM6HBO, KI6GIO, K6RJM, KE6BEE, and NI6A.

Hal addressed the need for a communications training module for the CERT curriculum. Kevin agreed that such is needed. Hal and Kevin will work on it. Natalie and Hal suggested that at the very least a EmComm handout should be presented at both the regular CERT training and the CERT boot camp.

Howdy, our net manager, reported on the KaroEcho Net. We now have 8 people signed up for NCS rotation. Every member should have that skill, and the best way is to PRACTICE. Contact Howdy to sign up for the rotation.

Hal and Larry reported for Rob's successful Girl Scout and Cub Scout presentations on using radio for EmComms. There was a lot of enthusiasm and fun.

Jerry, K6KOP, reported on the maintenance of our Kensington radio installations at Kensington Fire Station (FS-65), Kensington Community Center, and Hilltop School, K6KOP Jerry, KC6OBK Marian, and K6RJM Rob, tested the batteries and radio equipment making simplex connection with Don at the North end of EL Cerrito even when using a handheld radio indoors. Rob left a maintenance log-sheet and three ring binder containing ICS-213 forms, the KaroEcho hybrid 213 form, IC-309 forms, the Net Control operations logs, the Net Control Script, the KaroEcho Field Resources Operator's Handbook, a list of local EmComm radio frequency designations, an operating crib sheet for the radios, blank paper, pencils, erasers, etc. Access to FS 65 was hampered. The problem is being worked on.

Maintenance runs are planned twice a year. We need to do the same for El Cerrito installations and also Harding School.

Karen presented an idea to uniformly consolidate on radio programming channels. An important point is that band plans are not to be conflated with radio programming as we all have consolidation..

Show and Tell

Jay presented his fabulous portable radio. He passed out a very useful handout pertaining to how long a battery will last depending on the input power of the radio and the amp hour ratings of the battery.

Jay also presented a homemade portable go-kart complete with antenna, power, radio, fuses, lights, laptop, USB port charger and power receptacle, flashlight, etc.

Training Session: Message Center Management

A Message Center and a Message Center Manager is needed for the following reasons.

The Message Center Manager will know how to condense messages and make them succinct will take a large load off of the net and the receiving stations thus lessening congestion. The MCM will denote the message precedence and route the message accordingly.

The Net Control Station Log and Form 309 are different. The ICS 309 should be thought of as a notepad or diary, noting the transactions of who is it from, to, date/time, and short note as to the subject matter. Keep it short. The 309 is not to be conflated with the NCS Operational log. Rather the Operational Log which is designed to keep track of what stations are on the net, their location and tactical function, and/or to what frequency they have been sent to in order to pass traffic.

The Message Center is made up by a ham radio operator, FRS/GMRS operator, scribe for form ICS-213 and ICS-309, scribe for FRS/GMRS messages and for FRS/GMRS form ICS-309 log, bouncer, runners within the ICP to various managers, and lastly the message center manager.

The Message Center manager determines where is the message is destined, how it is routed, and via what radio service. The message center manager assigns the message a precedence (E, P, W, or R) and makes sure that the IC or manager is copied on relevant incoming messages. The rule, First In -- First Out (FIFO), is to be implemented in order to perform efficient operations.

If traffic is light the ham does it all (he/she can act as the scribe, FRS/GMRS op, Ham op, bouncer, runner, form ICS-309 scribe, etc.). The ham becomes the all in one message center manager and the message center combined. In some assignments, it is wise to bring a book to read; because sometimes the traffic may be very light. If one is in a hotspot a message center manager should be designated.

Don also went over the reason for the KaroEcho hybrid IC-213 form (message number, precedence, word count, location, time the message first entered the radio system, the time the message was received, and time the originator created the message – there will be three different times).

Again, the three times are the creation time by the originator (usually the IC, public official, or shelter manager), the transmission time that the message first entered the radio system by the originating station, and/or the time message was received or sent and from or to what station. Notice that if the message is being relayed the time that the message first entered the system will be different from the time that the message was relayed (sent). These times may be critical in determining the relevance of the message.

Don, will upload the Message Center Handout to the KaroEcho website. See: HYPERLINK "https://drive.google.com/open?id=1YgC49Rjh8e--o8Em5vmKDumx56QM04cW" [The Role of a Message Center and Message Center Manager](https://drive.google.com/open?id=1YgC49Rjh8e--o8Em5vmKDumx56QM04cW)

Acting for the Secretary, 11- 29, 2018